



Administration for Children and Families

Administration on Children, Youth and Families

Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for,
Children Affected by Substance Abuse

HHS-2012-ACF-ACYF-CU-0321

Application Due Date: 07/16/2012

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Department of Health & Human Services
Administration for Children & Families

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Substance Abuse
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-ACYF-CU-0321
CFDA Number: 93.087
Due Date for Applications: 07/16/2012

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Administration for Children, Youth and Families (ACYF), Children's Bureau (CB), announces the availability of competitive grant funds authorized by the Promoting Safe and Stable Families (PSSF) program. These targeted grants are to be awarded to Regional Partnerships that provide, through interagency collaboration and integration of programs, activities and services that are designed to increase well-being, improve permanency, and enhance the safety of children who are in an out-of-home placement or are at risk of being placed in out-of-home care as a result of a parent's or caretaker's substance abuse. The Child and Family Services Improvement and Innovation Act (Pub. L. 112-34) includes a targeted grants program (section 437(f) of the Social Security Act), which directs the Secretary of Health and Human Services (HHS) to reserve a specified portion of the appropriation for Regional Partnership Grants to improve the well-being of children affected by substance abuse.

Grants are expected to have a collaborative infrastructure in place that is capable of building the region's capacity to meet a broad range of needs for families involved with both substance abuse treatment and the child welfare system. Grants are expected to test targeted approaches designed to increase the well-being, improve permanency outcomes, and enhance the safety of children and families affected by substance abuse. Grants may choose to focus their efforts on a particular point along the continuum of care or test a broad-based approach to substance abuse treatment and child welfare services collaboration.

Applicants should carefully review this full funding opportunity announcement (FOA) and consider the level of effort necessary to meet the purpose of the funding opportunity and the evaluation-related requirements. Grantees must provide evidence demonstrating that substance abuse has had a substantial impact on their target population, specifically children who are in or at risk of being placed in an out-of-home placement in their partnership region. To fully meet the intent of the funding opportunity, grantees must adopt and implement specific, well-defined program services and activities that are evidence-based or evidence-informed and trauma-informed. Grantees must ensure that their proposed

interventions and integrated programs are an appropriate fit for the characteristics and needs of the groups targeted for services. The grantee's approach and plan must be feasible based on the capacity, resources, and conditions of the systems in which the program strategies are to be delivered.

Per the legislative requirements, grantees are required to select and report on performance indicators. The grantee's proposed program strategies and activities must align with their selection of performance indicators. In addition, grantees must participate in a national evaluation to assess and report on the performance and impact of grant-funded services and activities designed to address the needs of families with substance abuse problems and to achieve the goals of improved well-being, enhanced safety, increased permanency, and family stability.

I. Funding Opportunity Description

Statutory Authority

The Promoting Safe and Stable Families Program (Section 437(f), Subpart 2, Title IV-B, of the Social Security Act) (42 U.S.C. 629g(f)), as amended by the Child and Family Services Improvement and Innovation Act (Pub. L. 112-34).

Description

Administration on Children, Youth and Families' Focus on Improving Well-Being

ACYF is committed to facilitating healing and recovery and promoting the social and emotional well-being of children who have experienced maltreatment, exposure to violence, and/or trauma. This FOA and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

Children who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning:

- **Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that things will turn out alright. On the contrary, negative experiences can color how future experiences are understood. Ongoing experiences of abuse might lead children to believe they deserve to be maltreated and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions should seek to address how young people frame what has happened to them in the past and their beliefs about the future.
- **Developmental Tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children and youth develop along a healthy trajectory.
- **Coping Strategies:** The methods that young people develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies available to them as they go through life. For children who grow up in unsafe, unpredictable

environments, the coping strategies that may have protected them in that context may not be appropriate for safer, more regulated situations. Interventions should help children and youth transform maladaptive coping methods into healthier, more productive strategies.

- **Protective Factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children and youth as challenges, risks, and opportunities arise. In particular, each domain impacts the capacity of young people to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be integral to all interventions with vulnerable children and youth. Additionally, building these skills and capacities through the implementation of effective interventions will ready children, youth, and families for positive permanency outcomes.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children and youth. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma.

ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure the safety, permanency, and well-being of children.

Purpose

The President signed Pub. L. 112-34 into law on September 30, 2011. Generally, Pub. L. 112-34 extends programs funded under Title IV-B of the Social Security Act (the Act) through FY 2016 and authorizes new demonstration projects through FY 2016. The Regional Partnership Grants are competitive, targeted grants awarded to Regional Partnerships that provide integrated activities and services that are designed to increase the well-being of, improve permanency outcomes for, and enhance the safety of children who are in an out-of-home placement or at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse. Pub. L. 112-34 removes reference to methamphetamine, including the requirement that gave weight to grant applications focused on methamphetamine (section 437(f) of the Act).

Information Memorandum (IM) ACYF-CB-IM-11-06 provides information to State, tribal, and Territorial Titles IV-B and IV-E agencies about the engagement of the Child and Family Services Improvement and Innovation Act, which reauthorizes programs funded under Title IV-B and details basic information about the provisions of this law. The Child and Family Services Improvement and Innovations Act also outlines the Title IV-B requirement that Title IV-B agencies must now include in their plan for the ongoing oversight and coordination of health care services for children in foster care an outline of: (1) how the Title IV-B agency will monitor and treat emotional trauma associated with a child's maltreatment and removal, in addition to other health needs identified through screening; and (2) protocols for the appropriate use and monitoring of psychotropic medications, as part of its current oversight of prescription medicines (sections 422(b)(15)(A)(ii) and (v) of the Act). The IM is available at http://www.acf.hhs.gov/programs/cb/laws_policies/policy/im/2011/im1106.pdf.

Additionally, IM ACYF-CB-IM-12-04, entitled *Promoting Social and Emotional Well-Being for Children and Youth Receiving Child Welfare Services*, encourages child welfare agencies, and the broader field of child welfare, to employ strategies that foster the social and emotional well-being of children and youth known to the child welfare system, build protective factors to improve the resiliency of these populations, and provide individualized services with a trauma-informed focus.

Background

In recent years, the field of child abuse and neglect has begun to better understand the impact of substance abuse on children and families, in particular, the social and emotional well-being of children. The field better understands the importance of implementing the most effective evidence-based or evidence-informed and trauma-informed practices to serve children and families affected by substance use. It is estimated that 8.3 million children in the United States live with at least one parent who abuses alcohol or who is in need of treatment for illicit drug use. Parental substance abuse is a key factor underlying the abuse or neglect experienced by many of the children who enter foster care or are at risk of entering foster care. Families of children who come in contact with the child welfare system often present complex problems that include mental health, substance abuse, and family violence.

According to *2010 Child Maltreatment*, which uses National Child Abuse and Neglect Data System (NCANDS) data, 78.3 percent of the children determined by the child protective services (CPS) agency to be victims of child maltreatment were neglected. When a parent is dependent on substances, chronic neglect of the child becomes more likely. In fact, studies indicate that between one-third and two-thirds of all substantiated child maltreatment reports involve substance abuse. While figures vary for methodological reasons, most studies find that for one-third to two-thirds of children involved with the child welfare system, parental substance abuse is a contributing factor. The lower figures tend to involve child abuse reports; higher ones most often refer to children in out-of-home care. Sources: U.S. Department of Health and Human Services. (1999). *Blending perspectives and building common ground: A report to Congress on substance abuse and child protection*. Washington, DC: U.S. Government Printing Office; Semidei, J., Radel, L. F. & Nolan, C. (2001). Substance abuse and child welfare: Clear linkages and promising responses. *Child Welfare*, 80(2), 109-128; and Young, N. K., Boles, S. M., & Otero, C. (2007). Parental substance use disorders and child maltreatment: Overlap, gaps, and opportunities. *Child Maltreatment*, 12(2), 137--149.

The literature is clear in providing evidence on the detrimental impact of substance abuse on the well-being of children and family stability. Impaired by their addiction, parents who abuse substances are less likely to engage in appropriate parenting practices, thereby depriving children of basic nurturing activities and experiences. Children whose parents abuse substances are more likely to have poorer physical, intellectual, emotional, and developmental outcomes and are at risk of becoming substance abusers themselves. Children with open child welfare cases whose parents have substance abuse issues also tend to be younger than other children in the child welfare system. They are also more likely than other children to be placed in foster care rather than receive in-home services. Once in foster care, these children tend to remain in care for longer periods of time than other children.

An important challenge facing both child welfare and substance abuse treatment fields is to take a comprehensive view of families' situations and to understand the contributions of various problematic behaviors leading to child maltreatment. While substance abuse treatment is often effective in assisting clients to achieve abstinence, quality treatment programs designed for parents involved with the child welfare system, especially treatment programs that target women with young children, are not widely available in many communities. When available, they do not strategically target the well-being and functioning of children served. Historically, a number of issues have contributed to the fragmentation of child welfare services and substance abuse treatment. Too often, the provision of child welfare services and substance abuse treatment is uncoordinated and fragmented due to the:

- Difficulty of identifying, engaging, and retaining parents/caretakers in substance abuse treatment;
- Differing perspectives and policies between child welfare workers and substance abuse treatment providers; and
- Lack of appropriate comprehensive family-centered treatment services for families involved in both the child welfare and substance abuse treatment systems.

In addition, current thinking suggests there is a lack of appropriate and effective interventions specific to

this target population that are designed to increase parenting capacities and improve child functioning and well-being.

Related CB Initiatives

ACYF/CB currently funds approximately 300 discretionary grants over 50 different program areas. Through their work with a broad spectrum of populations within the child welfare arena, discretionary grants develop a wealth of knowledge across numerous program areas. The findings from these programs can be useful in informing the field of promising practices. In recent years, CB has undertaken several projects and activities to explore and address the issue of substance abuse among families involved with the child welfare system.

As stated earlier, ACYF has also made a strong commitment to supporting evidence-based programs through a number of evidence-based initiatives that address the social and emotional well-being of children and their families. For example, the Maternal and Child Health Bureau and ACF are working closely to support the implementation of the new Maternal, Infant, and Early Childhood Home Visiting Program. There is also significant interest in building the evidence-based or evidence-informed and trauma-informed practices in areas where effective programs are lacking or untested with particular populations to support increased well-being of children and families. Recent programs include the Permanency Innovation Initiative (PII) and the Integrating Trauma-Informed and Trauma-Focused Practice in Child Protective Service Delivery grants (Trauma-Focused Grants). A number of these projects are described below, along with links to Web sites containing further information. Applicants may wish to review these resources as they develop their applications.

2007 Regional Partnership Grant Program

The Child and Family Services Improvement Act of 2006 reauthorized the Promoting Safe and Stable Families program and provided funding over a 5-year period to implement a targeted grant program to Regional Partnerships for the purpose of improving permanency outcomes for children affected by methamphetamine and/or substance abuse. This legislation was in direct response to the recognition that parental substance abuse is a key factor underlying the abuse or neglect experienced by many children in the child welfare system. In FY 2007, CB awarded 53 Regional Partnership Grants (RPGs) to applicants across the country.

The reports to Congress on the current regional grants can be found on the Child Welfare Information Gateway at <http://www.childwelfare.gov/>.

National Center on Substance Abuse and Child Welfare (NCSACW)

NCSACW is an initiative of HHS and is jointly funded by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT) and ACYF, CB, Office on Child Abuse and Neglect (OCAN). The mission of the NCSACW is to improve systems and practice for families with substance use disorders who are involved in the child welfare and family judicial systems by assisting local, State, and tribal agencies. NCSACW's goals are to assist the field of substance abuse treatment and child welfare and the courts to develop and implement a comprehensive program of information, to provide technical assistance, and to develop knowledge that promotes effective practice, organizational, and system changes at the local, State, and national levels. For more information, please visit NCSACW's Web site at <http://www.ncsacw.samhsa.gov>.

Family Connections Discretionary Grants

In FY 2009, 24 Family Connection Discretionary Grants were awarded from funds authorized by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub. L. 110-351). These 3-year competitive, matching grants to State, local, and tribal child welfare agencies and private nonprofit organizations aim to help children who are in or at risk of entering into foster care reconnect with family members through four types of programs: Kinship Navigator, Intensive Family-Finding, Family Group Decision-Making, and Residential Family Treatment. Five of the 24 grantees are Residential Family

Treatment Programs (RFTP). For more information, see http://www.acf.hhs.gov/programs/cb/programs_fund/discretionary/2009.htm.

Permanency Innovations Initiative

In FY 2010, CB funded PII, formerly known as the Initiative to Reduce Long-Term Foster Care (LTFC). This initiative supports the use of innovative intervention strategies to improve permanency outcomes of subgroups of children that have the most serious barriers to permanency in spite of the reform efforts in the Adoption and Safe Families Act (ASFA) of 1997. Many provisions of ASFA focused on moving children and youth to permanent families more quickly while maintaining children's safety while addressing family characteristics that possibly contribute to children's extended stays in foster care, such as parental mental health issues or substance abuse. This investment includes individual projects, technical assistance, and site-specific and cross-site evaluation to test innovative approaches and to develop and disseminate knowledge about what works to improve outcomes for these children and youth. For more information, see http://www.acf.hhs.gov/programs/cb/programs_fund/discretionary/2010.htm.

Integrating Trauma-Informed and Trauma-Focused Practice in Child Protective Service Delivery Grants

In FY 2011, five grants were awarded to improve safety, permanency, social and emotional well-being, and adoption opportunities for targeted children in child welfare systems who exhibit trauma symptoms by: (1) expanding access to evidence-based and/or evidence-informed trauma treatments, and (2) taking the steps necessary for the child welfare system to become more trauma-informed and receptive to the introduction or expansion of trauma-focused treatments. Existing resources are to be diverted to replicate and scale up trauma-focused treatments with high fidelity. The Trauma-Focused Grants are also identifying factors and strategies associated with successful implementation of trauma treatments and the ability to sustain service transformations. For more information, see http://www.acf.hhs.gov/programs/cb/programs_fund/discretionary/2011.htm.

Both the PII and the Trauma-Focused Grants are focused on putting into place a specific, well-defined practice, program, or policy with the intent of replicating it with fidelity. Similar to the design of this RPG funding opportunity, the scope of the PII and Trauma-Focused Grants are either broad and comprehensive or narrow and targeted to a specific population. Grantees have selected interventions to be implemented that are evidence-based or evidence-informed to address the specific needs of children and families who come to the attention of the child welfare system. CB expects that both the PII and Trauma-Focused Grants, through their carefully designed evaluations, will contribute to the knowledge base on successful strategies for implementing and sustaining evidence-based or evidence-informed and trauma-informed treatments.

Child Welfare Information Gateway

A variety of print and electronic publications, Web sites, and online databases are available at the Child Welfare Information Gateway Web site, including those on child welfare, child abuse and neglect, substance abuse treatment, evidence-based practices to promote well-being, and trauma services. They can be accessed at <http://www.childwelfare.gov>.

Grantee Requirements

Section 437(f)(4) of the Social Security Act outlines the application requirements for the grants described in this FOA. The remainder of this section highlights grantee requirements in the following areas:

- Target Population
- Collaboration
- Program Strategies and Activities
- Using Evidence Based Practices
- Evaluation
- Dissemination
- Project Sustainability Plan

Target Population

Grantees must define, describe, and justify their proposed target population(s) by presenting an analysis of local data. Grantees must justify their proposed work based on characteristics, needs, and experiences of the children targeted and the appropriateness of the proposed work for the developmental stage(s) of the children in the target population. Grantees are permitted to serve a subset of the target population without serving all of the target population allowed under this FOA, so long as the grantee clearly articulates the number served, who is receiving the enhanced services, and how success will be assessed for the children and families served.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Collaboration

Grantees must demonstrate a track record of successful collaboration amongst family serving agencies, inclusive, but not limited to, child welfare, substance abuse treatment and mental health agencies, and courts. Regional Partnerships that have not already begun working across agencies to meet the needs of children and families will not be considered for funding under this program. Regional Partnerships are expected to demonstrate experience and success in the following areas: (1) routine consultation and interaction with other agencies; (2) joint accountability and shared outcomes amongst agencies; (3) cross training and staff development; and (4) processes for communication and information sharing. Regional Partnerships that address how their collaborative partners' values and principles help or hinder their collaboration and that have agreements about shared costs and budgets are in the best position to pursue collaborative efforts on behalf of children and families.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Program Strategies and Activities

Grantees must implement specific services and activities that meet the funding intent to increase the well-being, improve permanency outcomes, and enhance safety of children who are in or at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse. All grantees are required to select and report on performance indicators. Grantees should carefully consider how their proposed program strategies and activities align with their selection of performance indicators.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Using Evidence-Based Practices

Regional Partnerships should build upon and strengthen their existing collaborative practices and fund services or practices that have a demonstrated evidence base, that are appropriate for the population of focus, and that are shown to be effective in achieving the outcomes of the proposed project. An evidence-based practice, or EBP, refers to approaches that are validated by some form of documented research evidence.

To assist Regional Partnerships in the review and selection process, resources to identify effective and promising EBPs and evidence-informed practices (EIPs) can be found through:

- SAMHSA's National Registry of Evidence-Based Programs and Practices (<http://www.nrepp.samhsa.gov/>)
- Selecting and Identifying Evidence-Based Interventions (<http://store.samhsa.gov/shin/content/SMA09-4205/SMA09-4205.pdf>)
- Evidence-based Practices for Children Exposed to Violence: a Selection from Federal Databases (<http://oilspilldistress.samhsa.gov/resources/evidence-based-practices-children-exposed-violence-selection-federal-databases>)
- National Child Traumatic Stress Network Empirically Supported Treatments and Promising Practices, which can be accessed through <http://www.childwelfare.gov/responding/treatment.cfm>

- Evidence-Based Mental Health Therapies (Child Welfare Information Gateway) (<http://www.childwelfare.gov/systemwide/mentalhealth/effectiveness/evidence.cfm>)
- Home Visiting Evidence of Effectiveness (<http://homvee.acf.hhs.gov>)

In addition to the evidence identified through the Web sites noted above, Regional Partnerships may provide information on research studies to show that the services/practices to be implemented are evidence-based. This information is usually published in research journals, including those that focus on minority populations. If this type of information is not available, Regional Partnerships may provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Evaluation

Grantees must adopt and fully implement specific, well-defined program services and activities that are evidence-based or evidence-informed and trauma-informed. CB is specifically interested in determining the impact of these programs on improving outcomes for children and families in the key areas of increased well-being, improved permanency, and enhanced safety. Grantees must propose an evaluation plan of sufficient rigor to assess impacts on service delivery and outcomes for the specified target population and to contribute to the evidence base for approaches that improve well-being and functioning for families affected by substance abuse

Grantees must participate fully in any applicable national evaluation effort that relates to this FOA. Grantees should be aware that the evaluation and reporting on performance measures for this funding program requires a great deal more effort than is typical for discretionary grants. Per the legislative requirements, grantees are required to select and report on performance indicators. The grantee's proposed program strategies and activities must align with their selection of performance indicators. Legislation requires that CB report on grantee's success in meeting performance indicators and addressing the needs of families with substance abuse problems. In order to meet this requirement, CB will review and analyze grantees' semi-annual progress reports, final reports, and local evaluation reports.

In addition, CB anticipates that a national evaluation will make use of multiple sources of data collected and reported by grantees. This may include analysis of data collected via the instruments grantees select to collect data on performance indicators. Standardized child welfare and substance abuse treatment outcomes measures that exist in a State or county's automated child welfare and substance abuse treatment data systems may also be used for secondary data analysis. Grantees must be responsive to the level of effort necessary to collect and submit the required information and performance indicator data for the national evaluation.

NOTE: See *Section IV.2. The Project Description/Evaluation* for instructions for applicants.

Dissemination

Grantees will be expected to work throughout the course of their grants with Federal Project Officers, the CB Training and Technical Assistance (T/TA) Network, and other grants in this cluster to:

- Finalize individual grant dissemination goals, objectives, and strategic plans;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation, and the needs of identified target audiences;
- Develop and disseminate summarized/synthesized information about the grant; and
- Evaluate their dissemination processes and outcomes.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Project Sustainability Plan

ACYF is interested in ensuring that the most effective program strategies, services, and interventions can be sustained. Therefore, grant progress reports should explain ongoing efforts to assess and gather evidence on the particular strategies and activities initiated under this grant that should and can be sustained after the end of the project period.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$16,000,000
Expected Number of Awards:	32
Award Ceiling:	\$1,000,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$500,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities

- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit businesses other than small businesses
- Small businesses

Applications must identify a primary applicant responsible for administering the grant. The primary applicant **MUST** be one of the regional partnership organizations listed here. Applications must represent regional partnerships formed by a collaborative agreement. As required by the legislation, regional partnership means a collaborative agreement (which may be established on an interstate or intrastate basis) entered into by at least two of the following parties:

- The State child welfare agency that is responsible for the administration of the State plan under Title IV-B or Title IV-E of the Social Security Act (must be included in partnership);
- The State agency responsible for administering the substance abuse prevention and treatment block grant provided under subpart II of part B of Title XIX of the Public Health Service Act [42 U.S.C. § 300x-21 et seq.].
- An Indian Tribe or Tribal consortium (Federally recognized);
- Non-profit or for-profit child welfare service providers;
- Community health service providers;
- Community mental health providers;
- Local law enforcement agencies;
- Judges and court personnel;
- Juvenile justice officials;
- School personnel;
- Tribal child welfare agencies or a consortia of such agencies; or
- Any other providers, agencies, personnel, officials, or entities that are related to the provision of child and family services under this subsection.

If an Indian tribe or tribal consortium enters into a regional partnership, the Indian tribe or tribal consortium may not enter into a collaborative agreement only with tribal child welfare agencies or a consortium of such agencies. Additionally, a regional partnership cannot consist solely of the State child welfare agency that is responsible for the administration of the State plan under title IV-B or title IV-E of the Social Security Act and the State agency responsible for administering the substance abuse prevention and treatment block grant provided under subpart II of part B of title XIX of the Public Health Service Act.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **Section 437(f)(6)(A) of the Social Security Act**.

The authorizing legislation outlines a number of specific requirements for funds awarded under this FOA, including the following: (1) the annual Federal award may not exceed \$1,000,000; (2) the annual Federal award may not fall below \$500,000; (3) the grant period may be no less than two years and no more than 5 years; (4) upon request by the grantee, the Secretary of HHS may extend the grant period by up to two years; (5) the grantee's required match must increase over the course of the grant period; and (6) legislatively authorized funding levels for this grant program remains the same in each year at \$20 million.

Grants will be awarded for a 5-year period. Award amounts are to be proposed by the applicant and must fall within the legislative guidelines (no greater than \$1,000,000, no less than \$500,000). The tables below detail the match percentage applicants are required to calculate in their program match based on award amount.

Table A: Federal/Grantee Share

Fiscal Year	Federal Share	Grantee Share
2012	85%	15%
2013	85%	15%
2014	80%	20%
2015	80%	20%
2016	75%	25%

Applicants are to detail the match amount, as well as detail the proposed match source.

Match can be calculated by using the Federal Share (award) divided by the percentage of Total Project Cost minus Federal Share. A sample is as follows:

With a match of 15%, and Federal share of 85%, a \$100,000 Federal grant:

\$100,000 divided by 85% = \$117,647

\$117,647 minus \$100,000 = \$17,647

Below are tables with ceiling and floor amounts for applicant consideration:

Table B: \$ 1,000,000 Award Amount

Fiscal Year	Federal Share	Federal Award	Grantee Share	Grantee Match	Total Program Funds (Federal Award + Grantee Match)
2012	85%	\$ 1,000,000	15%	\$176,470	\$ 1,176,470
2013	85%	\$ 1,000,000	15%	\$176,470	\$ 1,176,470
2014	80%	\$ 1,000,000	20%	\$250,000	\$ 1,250,000
2015	80%	\$ 1,000,000	20%	\$250,000	\$ 1,250,000
2016	75%	\$ 1,000,000	25%	\$ 333,333	\$ 1,333,333

Table C: \$ 500,000 Award Amount

Fiscal Year	Federal Share	Federal Award	Grantee Share	Grantee Match	Total Program Funds (Federal Award + Grantee Match)
2012	85%	\$ 500,000	15%	\$88,235	\$ 588,235
2013	85%	\$ 500,000	15%	\$88,235	\$ 588,235
2014	80%	\$ 500,000	20%	\$125,000	\$ 625,000
2015	80%	\$ 500,000	20%	\$125,000	\$ 625,000
2016	75%	\$ 500,000	25%	\$ 167,000	\$ 667,000

Applicants must fully identify and document the specific costs or contributions proposed to meet the matching requirement, the source of the funding or contribution, and how the valuation was determined. Additionally, applicants are advised that funded projects will be required to meet the matching requirement on an annual basis. In keeping with good business practices, a recipient should, but is not required to, provide required matching in proportion to its expenditure of the Federal share of the total project costs.

Applicants are further advised that if an applicant proposes cost sharing at a level in excess of a cost-sharing requirement and the proposed cost sharing is accepted as part of the approved budget and project, it becomes an award requirement enforceable through the Notice of Award (NOA). Therefore the excess is included in the amount of the total approved budget, and the percentage for the non-federal share in block 17a of the NOA will adjust accordingly.

Non-Federal resources will be evaluated under criteria found in *Section V.I.* of this announcement.

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov.

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission**FORMATTING ACF APPLICATIONS****For All ACF Applications:****Authorized Organizational Representative (AOR)**

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%,/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format.

Applicants must receive an exemption from ACF in order to submit an application in paper format.

See *Section IV.2.Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.

Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

Additional Instructions for Electronic and Paper Applications Under this FOA

Organizing the Application. Applicants must follow the general instructions above in the section labeled Application Package Components. In addition, applicants must adhere to the following instructions for organizing the Project Description and Appendices sections of the Application Package under this FOA. Note that the page limit for the Budget Justification section is expanded under this FOA.

Organizing the Project Description and Appendices. Reviewers will use the specific evaluation criteria in *Section V. Application Review Information* of this FOA to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their Project Description and Appendices in this sequence so that reviewers can readily find information that directly addresses each of the specific review criteria:

The **Project Description** must include the following items in this order:

1. Table of Contents
2. Objectives and Need for Assistance
3. Approach
4. Evaluation
5. Organizational Capacity

The **Appendices** must include the following items in this order:

1. Logic Model
2. Third-Party Agreements
3. Staff and Position Data (include job descriptions and curriculum vita/resumes for proposed project staff)
4. Indirect Cost Rate Letter (if applicable)

Page limits. The Project Description and Appendices combined are limited to a total of 100 pages. Under this FOA, the Budget Justification may be expanded to 20 pages.

Formatting. Charts, budget tables, third-party agreements, staff and position data, supplemental letters, and documents, applicants must be in 10-point font or larger and may be single spaced.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the

		SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.

Project Assurances

All grantees must fulfill the following:

1. Have the project fully functioning within 5 months following the notification of the award.
2. Address all program requirements listed in this FOA.
3. At CB's discretion, participate in a cross-site national evaluation and/or technical assistance contract related to the evaluation from a CB independent contractor. For all grantees, this would include a "strategies confirmation process" through which the CB contractor will assist grantees in assuring that their chosen performance measures align with their program's logic model and that key aspects of grantees' evaluation plans can be implemented as proposed (e.g. comparison groups are identified and comparative outcomes tracked).
4. If CB chooses to engage the services of an independent contractor, participate in an enhanced evaluation process that would target a limited number of RPG programs that are deemed good candidates for more rigorous or in-depth evaluations than is possible with the funding under this announcement. Under this potential funding opportunity, CB's independent contractor would work with each of the successful grantees to determine which RPG programs would be most appropriate to participate in enhanced site-specific evaluation activities. It is expected that the contractor would work closely with grantees' project directors and local evaluators to determine the most effective and feasible approach to enhancing their planned evaluation activities. Funding for such evaluation enhancements would flow through the independent contract; applicants need not budget for this potential funding opportunity in their applications.
5. Submit all performance indicator data, program, and financial reports in a timely manner and in the recommended format (to be provided). Projects also will submit the final report on disk or

electronically using a standard word-processing program.

6. Submit annual reports to the Secretary not later than September 30 of the first fiscal year in which a recipient of a grant is paid funds, and a report is due annually thereafter until September 30 of the last fiscal year in which the recipient is paid funds under the grant.
7. Submit a copy of the final report, the evaluation report, and any program products to Child Welfare Information Gateway within 90 days of the project end date. This is in addition to the standard requirement that the final program and evaluation report must also be submitted to the Grants Management Specialist and the Federal Project Officer.
8. Regularly update their Federal project officer about ongoing evaluation activities and findings in required progress reporting, and provide CB with a written report at the end of the project. Grantees in collaboration with each other, their State and Tribal partners, CB, and any applicable national evaluation contractor(s) may produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB and other stakeholders.
9. Archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect (NDACAN) within 90 days of the termination of Federal funding for the project. The applicant's Institutional Review Board and research participants should be made aware that the data from the project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and the accompanying documentation, including the code book, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the Archive, *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Investigators*, is available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell University, Ithaca, NY 14853 (phone: (607) 255-7799). The NDACAN Web site can be accessed through http://www.childwelfare.gov/systemwide/statistics/can/stat_natl_state.cfm#sources.
10. Acknowledge that CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects.
11. Include the following notice with all grantee materials, products, publications, news releases, etc.:

Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant #_____. The contents of this publication do not necessarily reflect the views or policies of the funders, nor does the mention of trade names, commercial products or organizations imply endorsement by the U.S. Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit _____.

Note: See Section IV.2. *The Project Description/The Project Budget and Budget Justification* for information about grantee travel requirements.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and

participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Target Population and Need for Services

Applicants must describe, define, and justify their proposed target population and include evidence of the following:

- Substance abuse by parents or caretakers has had a substantial impact on the number of out-of-home placements for children, or on the number of children who are at risk of being placed in an out-of-home placement, in the partnership region;
- The limited availability of resources for addressing the needs of children affected by substance abuse;
- Data from a needs assessment that demonstrates the target area's lack of capacity for, access to, or need to improve/expand comprehensive family treatment services for adults, children, youth, and other family members to be served in the target population;
- Data from the child welfare agencies and other sources, as appropriate, that identify and describe the size, characteristics, and needs of the populations of the children/youth and their families to be served;
- Data from applicable sources used to determine inclusion/exclusion criteria of adults, children/youth, and families to be served, including how they will be identified and recruited, and an initial projection of the numbers to be served;
- A description of the goals and outcomes to be achieved in the partnership region during the funding period for the grant that will enhance the well-being of children receiving services or taking part in activities conducted with funds provided under the grant; lead to improved permanency and enhanced safety for such children; decrease the number of out-of-home placements for such children; and decrease the number of children who are at risk of being placed in an out-of-home placement; and

- How the applicant will be culturally responsive to the target population.

Note: Grantees are permitted to serve a subset of the target population without serving all of the target population allowed under this FOA, so long as the applicant clearly articulates the number served, who is receiving the enhanced services, and how success will be assessed for the children and families served.

Collaboration

Grantees are expected to demonstrate experience and success in the following areas: (1) routine consultation and interaction with other agencies; (2) joint accountability and shared outcomes amongst agencies; (3) cross training and staff development; and (4) processes for communication and information sharing. Grantees that address how their collaborative partners' values and principles help or hinder their collaboration and that have agreements about shared costs and budgets are in the best position to pursue collaborative efforts on behalf of children and families. Applicants must address the following items regarding collaboration:

- Demonstrate the existence of an established partnership. Grantees must provide letters of commitment or formal contractual agreements including Memoranda of Understanding/Memoranda of Agreement (MOUs/MOAs) (outlining, for example, services to be provided and level and intensity of resources committed) from the primary collaborating organizations. Simply providing a letter of support from proposed primary partners is not sufficient to meet this requirement of documented agreements with organizations. These documents must be provided in an attachment to the application to be considered for an award. MOUs should address the network of public/private provider organizations engaged in the regional partnership services and activities, including, but not limited to:
 - Substance abuse treatment, health, mental and behavioral health, and child-serving agencies; family court and criminal justice system; local public housing authorities (for supportive and permanent housing for families); or employment and education programs.
- If the primary partner organization responsible for administering the cooperative agreement is a non-profit organization or institution of higher education, the organization must document a strong partnership with the State or local child welfare agency(ies) with responsibility for administering the child welfare program(s) in the partnership region, and the State or local substance abuse treatment agency(ies) in the targeted geographical area(s) having jurisdiction over the targeted child welfare population. This documentation should include the following:
 - Letter(s) of commitment or MOU(s) from the relevant State or local child welfare and substance abuse treatment agency(ies) and other primary collaborating organizations, which describe, in detail, the roles and responsibilities of each collaborating organization;
 - Evidence that the primary collaborating organizations fully understand and are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application; and
 - Evidence that the primary collaborating organizations are committed to following through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors.
- Document any other evidence that would demonstrate the full commitment of the relevant State or local child welfare and substance abuse treatment agency(ies) and court(s), as appropriate, to making the proposed project a success. This includes coordination of services to:
 - Share information across systems, with appropriate releases of confidential information;
 - Ensure consistent data collection across systems; and
 - Monitor outcomes.
- A description of the strategies for integrating programs and services determined to be appropriate for the child and, where appropriate, the child's family. A description of the strategies for

collaborating with the State or local child welfare agency, substance abuse treatment agency, and consulting, as appropriate, with State law enforcement and judicial agencies.

- A description of the joint services and activities to be funded in whole or in part with the funds provided under the grant, including the sequencing of activities proposed to be conducted under the funding period for the grant.

Please note: The State child welfare agency responsible for the State plan under Title IV-B and Title IV-E of the Social Security Act must be included in the Regional Partnership. If the Regional Partnership is located in a State-supervised, county-administered State, the county child welfare agency satisfies the administration of the State plan requirement. In such a Regional Partnership, the State agency that is ultimately responsible for State Plan compliance under Title IV-B and Title IV-E is not required to be a partner in the Regional Partnership, but also is not precluded from participating as a member of the Regional Partnership. In a State-administered system, a local office of the State child welfare agency can participate in the Regional Partnership and satisfy this statutory requirement. As required by the legislation, if an Indian tribe or tribal consortium enters into a Regional Partnership, the Indian tribe may (but is not required to) include the State child welfare agency as a partner in the collaborative agreement. If the Regional Partnership is an Indian tribe or tribal consortia, they may not enter into a collaborative agreement only with tribal child welfare agencies (or a consortium of such agencies).

Any member of the Regional Partnership is eligible to be a lead applicant provided that: (1) the partner is one of the eligible entities described above, and (2) the member agency or organization has the capacity to sufficiently monitor program activities or services, funding, and reporting requirements described in this FOA. While either the State child welfare agency that is responsible for the State plan under Title IV-B and Title IV-E of the Social Security Act or an Indian tribe or tribal consortium must be a member of a Regional Partnership, it is NOT necessary that either of these entities serve as the lead agency.

Evidence-Based Practices

Grantees should build upon and strengthen their existing collaborative practices and fund services or practices that have a demonstrated evidence base and that are appropriate for the population of focus. To address the proposed use of evidence-based practices (EBPs), applicants should:

- Identify the EBP(s) to be implemented for the specific population.
- Identify and discuss the evidence that shows that the practice(s) is(are) effective in achieving the outcomes identified in the project logic model. [See note following this bulleted list.]
- If more than one EBP is proposed, clearly identify which service modality and population of focus each practice will support.
- Discuss the population(s) for which the practice(s) has(have) been shown to be effective and show that it(they) is(are) appropriate for the target population(s) of focus. [See note below.]
- If there are EBPs available for one or more component of the proposed program but an applicant chooses not to use an EBP, the applicant must provide a strong justification for why a non-EBP was chosen.

Note: CB recognizes, however, that EBPs have not been developed for all populations and/or service settings. For example, certain interventions for American Indians/Alaska Natives, rural or isolated communities, or recent immigrant communities may not have been formally evaluated and, therefore, have a limited or nonexistent evidence base. In addition, other interventions that have an established evidence base for certain populations or in certain settings may not have been formally evaluated with other subpopulations or within other settings. Applicants proposing to serve a population with an intervention that has not been formally evaluated with that population are required to provide other forms of evidence that the practice(s) they propose is(are) appropriate for the population of focus. Evidence for these practices may include unpublished studies, preliminary evaluation results, clinical (or other professional association) guidelines, findings from focus groups with community members, etc. Applicants may describe their experience either with the population of focus or in managing similar programs. In selecting

non-EBPs, applicants must:

- Document the evidence that the practice(s) chosen is(are) appropriate for the outcomes to be achieved.
- Explain how the selected practice meets ACYF's goals for this grant program.
- Describe any modifications/adaptations to the proposed practice(s) that are necessary to meet the goals of the proposed project and why the changes will improve the outcomes. CB expects the evidence-based service(s)/practice(s) to be implemented in a way that maintains fidelity to the original service(s)/practice(s). However, ACYF understands that minor adaptations to the service(s)/practice(s) to meet the needs of the target population of focus or targeted program may be necessary to be more efficient. Applicants must describe any adaptations to the proposed service(s)/practice(s) that is(are) necessary for these purposes and provide documentation that the applicant has worked closely with the original model developer regarding any proposed adaptation. Regional Partnerships may describe their own experience either with the population of focus or in managing similar programs. However, applicants must provide sufficient justification for the changes.
- If applicable, applicants should justify the use of multiple EBPs. Applicants should discuss in the required logic model and related narrative how uses of multiple EBPs are to be integrated into the program, while maintaining an appropriate level of fidelity for each practice. Applicants should describe how the effectiveness of each EBP is to be quantified in the performance assessment of the project.
- Discuss training needs or plans for training to successfully implement the proposed EBP(s).

Program Strategies and Activities

Applicants must propose specific services and activities to increase the well-being of children and their families as part of their joint responsibilities. The program strategies and activities that address well-being outcomes should be targeted to the specific population identified and reflect the most appropriate evidence-based or evidence-informed and trauma-informed practices. Please see the preceding section on evidence-based practices.

Examples of services and activities that grantees will engage in or integrate into existing service delivery systems include:

- Services and activities for children and youth that address child well-being and trauma.
 - Screening and assessment of child well-being. In infancy and early childhood this would reflect development in four general domains: (1) language development and communication, (2) intellectual ability and cognitive functions, (3) physical development and motor skills, and (4) socio-emotional functioning. In middle childhood, well-being involves the assessment of socio-emotional functioning and general social competence, academic achievement, peer relationships, social skills, a developing sense of identity, and the nature of social support. In adolescents, emotional health, social adaptation, academic achievement, and preparation for adult roles and responsibilities are evaluated. Please see the section on Performance Indicators and Measures for Outcomes for additional information.
 - Services to substance-exposed newborns to enhance identification and intervention with infants identified as substance exposed at birth and coordination/enhancement of services to be delivered under the Individuals with Disabilities Education Act (IDEA) Part C. This could include programs such as home visiting services or referrals and linkages for medical and/or developmental follow-up with pediatric specialists knowledgeable about fetal alcohol spectrum disorder and exposure to other commonly abused drugs.
 - Evidence-based, developmentally appropriate services that promote child well-being.
 - Access to appropriate mental and behavioral health services for children involved in the child welfare system, including services to address experiences of trauma. These might include

evidence-based, trauma-focused interventions (e.g., trauma-focused cognitive behavioral therapy), psychological first aid and de-escalation, development of coping strategies, relaxation and self control and regulation strategies, encouragement of expression of feelings, services that address relationship concerns, and other approaches.

- Early intervention and preventive services for children and adolescents to provide access to participation in evidence-based programs and services for children and adolescents to address the increased risk for intergenerational abuse and dependence on alcohol and other drugs. Examples of potential programs include programs such as those offered by the National Association of Children of Alcoholics or the Betty Ford Children's Program.
- Substance abuse treatment for adolescents to provide increased capacity to provide developmentally appropriate, trauma-informed treatment services to adolescent family members who, like their parent(s), have a diagnosable substance use disorder.
- Substance abuse treatment and trauma services for parents and families.
- Timely access to comprehensive substance abuse treatment to ensure that families in the child welfare system have priority access to comprehensive, trauma-informed substance abuse treatment services (and concurrent mental health services as needed) that meet the needs of the entire family, including:
 - Long-term residential treatment programs where children can live on-site with mothers and where children's father and/or the mother's partner is served as well (in residence or not). Services and interventions to improve family functioning are provided for all family members, including access to family-based interventions (e.g., Functional Family Therapy, Parent Child Interaction Therapy) and individual care plans for the adult and child members of the family.
 - Intensive out-patient treatment with or without a housing component (i.e. sober living homes). Services and interventions to improve family functioning and increase parenting capacity are provided for family members, including access to family counseling and individual care plans for the adult and child members of the family.
 - Access to medication assisted treatment, especially for pregnant and post-partum women.
 - Continuing care and recovery support services to support the ongoing recovery of parents after residential or intensive outpatient treatment through on-going connections to treatment and community support services, such as Alcoholics Anonymous or Narcotics Anonymous, and on-going case management.
 - Timely access to trauma-specific services for parents.
- Services designed to specifically address violence- and trauma-related symptoms and reactions.
 - Examples of evidence-based practices and promising practices include Seeking Safety, Helping Women Recover, Helping Men Recover, Beyond Trauma, Addiction and Trauma Recovery Integration Model (ATRIUM), TRIAD, and Trauma Recovery and Empowerment (TREM).
 - Services are provided in a trauma-informed environment that acknowledges the pervasiveness of the trauma experience for persons with a substance use disorder and in which staff are trained to create a safe, non-re-traumatizing environment where services are received.
- Services for parents and children that improve parenting capacity and family functioning.
 - Parenting skills training (as part of substance abuse treatment or stand alone) to provide evidenced-based strategies to promote the parenting abilities of parents who are receiving in-home child welfare services, or whose children have been removed with goals of reunification. Examples include Celebrating Families and Strengthening Families, Nurturing Parent Program, Parents as Teachers, and Triple P.

- Access to programs to address relational problems and concerns, including such programs as Parent-Child Interaction Therapy, Brief Strategic Family Therapy, Familias Unidas, Child Parent Psychotherapy, and Functional Family Therapy.
- Training for foster parents, relatives, and other substitute caretakers about the special needs of children and youth who have suffered from abuse or neglect and whose parents have a substance use disorder.
- Services and interventions to improve family functioning and assist with reunification of families when children have been in out-of-home placements, such as Multi-Systemic Family Therapy.
- Ancillary services for families to provide assistance in securing needed services such as safe and drug-free housing, transportation, and child care.

Project Sustainability Plan

Applicants must address how they will maintain the involvement of partners on an ongoing basis in the planning and operation of their program and how they will approach sustainability planning in order to continue the proposed program at the conclusion of Federal funding. Applicants also may include:

- How they will integrate the proposed project's activities into the grantee's ongoing practices with the goal of continuous data-informed partnerships;
- Approaches for institutionalizing necessary program strategies and activities into organizational policy and infrastructure; and
- Information on plans to secure additional financial resources.

Note: Applicants should review the additional text on the project sustainability plan later in this section.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Applicants should provide a narrative about how they will address the following:

- Participation in the required Federal data collection and national evaluation related activities;
- Conduct a rigorous evaluation to assess their effectiveness in providing, through interagency collaboration and integration of programs, activities and services that are designed to increase well-being, improve permanency outcomes, and enhance the safety of children who are in an out-of-home placement or are at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse;
- How the conduct of the project and the results of the project are to be evaluated, including how the selected performance indicators and outcome measures are tracked and how performance data are collected;
- How the applicant will determine the extent to which the accomplishment of objectives can be attributed to the project. Applicants should include a discussion of the criteria to be used to evaluate results and explain the methodology used to determine if the needs identified are being met and if the project results and benefits are being achieved for the children and families served by the project. Applicants should describe a periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments; and

- How the applicant will determine whether the project is being conducted in a manner consistent with the plan presented and discuss the impact of the proposed project's various activities that address effectiveness. Toward that end, applicants should address the level of coordination between the proposed project and other programs with similar systems/services or that serve the same clients.

Skilled Evaluator

If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, the applicant should propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. In either case, it is important that the evaluator has the necessary independence from the project to ensure objectivity. The proposed evaluator must have sufficient experience with research and/or evaluation, understand the population of interest, and demonstrate the necessary independence from the project to assure objectivity. The proposed evaluator must have experience successfully implementing human services evaluations utilizing research designs similar to the proposed effort. A skilled evaluator must be able to help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at

http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html.

Comparison Group

Where applicable, the applicant's evaluation should include an appropriate comparison group for determining the influence of the project services, interventions, and activities on outcomes. The comparison group and the program/treatment group should be assigned at random or matched on key characteristics. If not assigned at random or matched on key characteristics, the applicant must provide a reasonable explanation of how it will identify and address pre-existing differences between the comparison group and treatment group. The applicant must present the results of a power analysis demonstrating that with the anticipated sample sizes of the intervention and comparison groups, the proposed evaluation design can be expected to detect anticipated program impacts. Research designs that include a comparison group, particularly a contemporaneous comparison group (that is, with data on the comparison clients for the same time period as the intervention group), are strongly preferred.

Only applicable proposals with convincing evaluation designs that include a contemporaneous comparison group are eligible to receive full points on this evaluation criterion. Well-conceived designs using a historical comparison group may receive no more than 15 of 25 points. Designs without comparison groups may receive no more than 10 points. At a minimum, each applicant must demonstrate that its plans for identifying and obtaining data regarding the comparison group are realistic. Applicants may use another type of evaluation research design, but they must include an adequate description and justification that the proposed design is the most rigorous design possible for addressing the questions of interest.

Institutional Review Board (IRB)

Applicants must have a sound plan for securing informed consent and implementing an IRB review. Any evaluation collecting information from program participants or staff will require an IRB review; given this grant program's requirement for collecting and reporting data on performance measures, it is expected that this will include all applicants. The applicant should identify the IRB it expects to use and should demonstrate a familiarity with that IRB's procedures and review requirements.

Please note that when experimental designs involving random assignment to treatment and control groups are used for determining the intervention impacts, applicants need to describe how participant protections are adequately addressed. When random assignment is used, applicants also must provide adequate information on alternative services for families not selected for the services provided. General information about the HHS Protection of Human Subjects regulations can be obtained at <http://www.hhs.gov/ohrp/>. Applicants also may contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Approach to Logic Model

For the purposes of this funding opportunity, applicants must include a logic model that clearly states what outcomes are to be achieved, what program strategies are to be utilized to specifically impact proximal and distal outcomes, and what data and instrumentation are to be used to measure those outcomes. Information on logic models is included later in this section, and a sample logic model has been included in Appendix A of this FOA.

Well-being As a Special Consideration

A key intent of this FOA is to ensure that the well-being of all target populations will improve as a result of the programs and services offered by the grantees. CB anticipates that applicants will rely on existing theory and evidence-based knowledge to guide their activities and that the results of the evaluations will contribute to the body of evidence that demonstrates the impact of services that address substance abuse and its effects on child and family well-being. CB recognizes that there are a variety of projects that can be responsive to this FOA and that applicants will represent a diverse set of activities and strategies that are intended to impact a number of outcomes. Nonetheless, this FOA requires that, at a minimum, each applicant identify at least one well-being measure indicator for children and one well-being indicator for adults (either proximal or distal) that is to be achieved as a result of its proposed project.

The well-being of both children and parents or caretakers should be better as a result of the programs and services offered by the grantees. CB recognizes that well-being can be defined in a variety of ways (physical, social/emotional, cognitive, etc.), but applicants are required to give particular focus on the social/emotional well-being of its target population. This may include, but is not limited to, grantees that demonstrate that the proposed activities will result in proximal outcomes of improved child and family functioning, increased parenting skills, improved developmental functioning, or improved protective factors such as increased resiliency or attachment.

CB expects that applicants will be able to logically link and empirically support the connection between the proposed activities that are designed to mitigate the effects of parental/caretaker substance abuse and the improved well-being of children in the child welfare system.

Measuring the improvement of well-being could mean that a treatment group fared better on a proximal outcome than a control group or comparison group with similar characteristics that did not receive the benefits of the program provided by the grantee. It also could mean that graduation rates increase in the geographic area identified (a distal indicator). For the data collection and reporting of well-being measures, applicants are required to use valid and reliable instruments and to report case-specific baseline and subsequent data measurement points (e.g., pre- and post- scores) to demonstrate the results of their services and activities. Potential measurement tools are listed in Appendix B.

Proximal (Short-term) Outcomes

Applicants must identify outcome measures that are depicted in their logic models and that are specifically tied to the proposed activities and/or interventions. Proximal outcomes commonly are changes in the target population's functioning, behaviors, attitudes, or knowledge as a result of a set of activities or an intervention. As a general rule, these outcomes will often answer the question: What happened as a result of the [program] [activity] [intervention]?

Applicants must include among its chosen performance indicators at least one well-being indicator for children and one well-being indicator for adults. While other approaches to well-being are permissible and may even be desirable, a focus on the proximal social/emotional well-being of all participants is expected. In instances where it may not be possible or appropriate to measure the social/emotional well-being of infants and children, a standard developmental milestone measure could be substituted as appropriate.

For example, an applicant may propose to reduce the risk of intergenerational substance abuse by implementing an early intervention program for adolescent females who have been removed from their

homes as a result of their mothers' substance abuse. In this case, it may be appropriate to identify proximal well-being outcome measures such as a reduction in the adolescents' aggressive behaviors or improved adaptive functioning. Additionally, a reduction in parental stress or improved parenting capacities may be key short-term outcomes as a result of the mother's participation in the program.

Applicants should identify proximal outcomes that will demonstrate the effects of systems collaboration efforts. For example, if the child welfare agency completes an automated exchange of data with the court system, an appropriate short-term outcome may be increased permanency hearing efficiency or improved child/guardian ad litem communication.

Distal (Long-term) Outcomes

Applicants must identify one or more distal outcome measures that would be used as indicators of improved well-being, improved permanency, and/or enhanced safety for children who are in, or at risk of being placed in, an out-of-home placement due to a parent's or caretaker's substance abuse. In a general sense, distal outcomes logically follow proximal outcomes and occur when the changes seen in the short-term outcomes (e.g., changes in a parent or child's behavior) lead to changes in a broader social, economic, political, or environmental condition.

For example, as an extension of the early intervention program noted above, the applicant may identify a distal outcome as a reduction in re-entry rates into foster care in the targeted area. An additional outcome also may be an increase in reunification rates. A distal outcome that may be appropriate for measuring the impact of cross-system collaboration might be improved system-wide, data-driven, decisionmaking (e.g., using data dashboards to guide service and policy decisions) or increased timeliness of adoptions. A distal outcome that may be appropriate for measuring well-being might be increased success in school for children and youth. For a list of potential outcomes and indicators, refer to Appendix B.

Performance Indicators and Measures for Outcomes

Applicants should propose and select performance indicators and measures that are consistent with the focus and goals of the project they plan to implement and evaluate. Applicants must demonstrate how each of the performance indicators selected is an appropriate outcome of their proposed program strategies and activities and relate them to the goals identified in their logic model. Please see *Section I. Funding Opportunity Description/Program Strategies and Activities* for suggested program strategies and activities.

Applicants must explain how selected performance indicators align with their proposed program model/design and identify the data sources from which they can obtain the needed data elements. Applicants must demonstrate the capacity to collect and report on the selected performance indicators and data sources. For example, an applicant may describe its capacity to track the performance indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments. Applicants should justify any additional measures planned for use with this project.

Applicants must propose performance indicators and measures that would best assess the achievement of their project goals in categories of outcomes: child/youth, adult/ family, and regional partnership/service capacity for their proposed grant-funded services or activities. Applicants must justify the use of the measures and demonstrate evidence of the technical soundness of the measures.

Applicants will be evaluated, in part, on their:

- Selection of appropriate indicators to match their goals (grantees must demonstrate the appropriateness of each selected indicator in assessing performance of proposed grant-funded activities or services);
- Demonstration of their proposed project's capacity to report on the selected indicators (applicants must comment on their capacity to track the indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other

instruments); and

- Inclusion of well-being indicators for adults and children with a focus on the social/emotional or appropriate developmental well-being of participants.

Appendix B contains lists of suggested potential outcomes, indicators, and measurement tools that have been found useful by past grantees. These lists are not intended to be comprehensive, and the applicants are expected to use discretion in their selections, depending on the goals of the program. However, it is unlikely that an applicant using none of the listed indicators and measures would be considered responsive to this FOA. While the use of any particular measure is not required, CB encourages grantees to consider using one or more of the measures in Appendix B that would be most applicable to the proposed project to help support any national evaluation effort initiated by CB. In addition, CB recognizes that additional appropriate indicators and technically sound measures could be added if they reflect the specific needs of the proposed project.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in the budget to support required travel:

- Within 3 months after the award, the project director, child welfare and substance abuse treatment partner, evaluator, and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC.
- The project director, the child welfare agency liaison (if different from the project director), early childhood partner, and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring in Washington, DC.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See "Get Registered" at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at** http://www.grants.gov/applicants/apply_for_grants.jsp.

- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See ["What to Expect After Submitting"](#) at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written

request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission*."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/16/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These**

applications will not be acknowledged. Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary

Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.
For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget

justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance

Maximum Points: 20

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The applicant demonstrates an understanding of the goals and objectives of the relevant legislation and this FOA and how the proposed project will contribute to achieving those legislative goals and objectives and the goals stated in this FOA.
2. The applicant presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
3. The applicant demonstrates the substantial impact of substance abuse by parents or caretakers in the target area on the number of out-of-home placements for children or the number of children who are at risk of being placed in an out-of-home placement.
4. The applicant demonstrates that the target area has limited resources for addressing the needs of children affected by substance abuse and has a lack of capacity for, or access to, comprehensive family treatment services.
5. The applicant demonstrates a thorough understanding of the need for agencies to strengthen collaborative practices and partnerships to support the target population specified in this FOA.
6. The proposed project clearly addresses the need for collaborative service delivery between child welfare agencies, substance abuse treatment, and other relevant child and family serving agencies, such as mental health agencies and/or the courts, as a means of increasing the well-being, improving permanency outcomes, and enhancing the safety of children affected by substance abuse.
7. The applicant clearly defines the geographic and demographic characteristics of the agency's service population. The applicant clearly defines how the proposed target population meets the requirements described in this FOA, and describes the scope of the problem in their defined target population, its impact on the child welfare system, and their proposal to address that problem in their defined target population.

Approach

Maximum Points: 30

In reviewing the approach, reviewers will consider the extent to which:

1. The proposed project clearly addresses each of the items described in *Section IV.2. The Project Description/Approach*.
2. The applicant provides a reasonable and appropriate timeline for implementing the proposed project, including major milestones and target dates.
3. The applicant describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
4. There is a sound and reasonable plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities of proposed project staff.
5. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
6. The applicant would be culturally responsive to the target population.
7. The design of the proposed project reflects up-to-date knowledge from the research and literature on known effective practices and builds on current theory, research, evaluation data, and effective evidence-based or evidence-informed and trauma-informed practices.
8. The project would contribute to increased knowledge or understanding of the problems and issues addressed by this FOA. The applicant presents a detailed and sound plan for strategically and

effectively disseminating project information and findings. The proposed dissemination plan is appropriate in scope and budget.

9. The project is likely to yield findings or results about effective strategies and contribute to and promote evaluation research and effective evidence-based or evidence-informed and trauma-informed practices that may be used to guide replication or testing in other settings.
10. There is a sound sustainability plan for continuing this project beyond the period of Federal funding under this FOA. The proposed project would be integrated into the grantee's ongoing practices with the goal of continuous data-informed partnerships that will improve outcomes for the target population.
11. The proposed project will involve the collaboration of appropriate partners for maximizing the effectiveness of collaborative service delivery. The applicant provides clear detail on how the primary partner organizations will take an active role in the project throughout the entire length of the project. The applicant demonstrates an effective administration and organizational interface between the applicant and the appropriate State child welfare agency, substance abuse treatment agencies, courts, and/or other child and family serving agencies. There are letters of commitment or MOUs from organizations, agencies, and consultants that will be partners, subcontractors, or collaborators in the proposed project. These documents describe the role of the agency, organization, or consultant and detail specific tasks to be performed.

Evaluation

Maximum Points: 25

In reviewing the evaluation, reviewers will consider the extent to which:

1. The applicant proposes a clear and convincing plan for evaluating the project. The plan includes data collection, management, analysis, interpretation, and reporting.
2. The proposed evaluation will assess the Regional Partnership's impact on service provision and on child safety, permanency, well-being, and family stability.
3. The methods of evaluation are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project and show how the evaluation will be integrated with requirements for collection and reporting of performance indicator data required by this FOA. Applicants are to:
 - Describe the methods to be used to determine the extent to which the project has achieved its stated objectives and the extent to which accomplishments of objectives can be attributed to the project. This should include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process;
 - Discuss the criteria used to evaluate results and how the performance indicators selected will be incorporated into the evaluation;
 - Define the monitoring procedures used to determine whether the project is being carried out in a manner consistent with the management plan presented; and
 - Provide an evaluation plan that is strongly guided by the applicant's logic model and by the logic model provided in this FOA.
4. There is an appropriate plan for working with the designated evaluator in securing informed consent and implementing an IRB review and tribal review, if applicable.
5. The applicant either demonstrates that they have the in-house capacity to conduct an objective, comprehensive evaluation of the project (including collecting and analyzing the performance indicator data), or presents a sound plan for contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation.
6. The applicant provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan includes periodic performance assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.
7. The applicant's evaluation plan includes an appropriate comparison group for determining the

influence of the project activities on outcomes, when applicable. The comparison group and the program/treatment group are assigned at random or matched on key characteristics. If not assigned at random or matched on key characteristics, the applicant provides a reasonable explanation of how it will identify and address pre-existing differences between the comparison group and treatment group. Only applicable proposals with convincing research plans that include a contemporaneous comparison group are eligible to receive full points on this evaluation criterion. Well-conceived designs using a historical comparison group may receive no more than 15 of 25 points; designs without comparison groups may receive no more than 10 points.

8. The applicant thoroughly addresses the following points related to performance indicators:

- Selects a set of performance indicators (which may be from those provided in Appendix B) that it proposes to use to track the outcomes of its project. Selects performance indicators relevant to their proposed grant-funded activities or performance indicators that would best assess their achievement in the three categories of outcomes (child/youth, adult/family, and regional partnership/service capacity).
- Demonstrates how each of the indicators selected is an appropriate measure of their proposed activities and services and relates them to the goals identified in the logic model provided in this FOA.
- Demonstrates the capacity to collect and report on the selected performance indicators, for instance by describing the Regional Partnerships capacity to track the indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments. The applicant justifies any additional measures planned for use with this project.
- Includes among its chosen performance indicators at least one well-being indicator for children and one well-being indicator for adults. While other approaches to well-being are permissible, a focus on the social/emotional well-being of all participants is expected. For infants and children for whom such an approach would not work, a standard developmental milestone measure is substituted as appropriate.
- Adequately discusses the criteria used to evaluate results and how the performance indicators selected will be incorporated into the evaluation.

Organizational Capacity

Maximum Points: 20

In reviewing the organizational profiles, reviewers will consider the extent to which:

1. The applicant's organization and any partnering organizations collectively have relevant experience and expertise with the administration, development, implementation, management, and evaluation of similar projects related to addressing the impact of parental substance abuse on the social-emotional, behavioral, and mental health of children, improving parenting skills, and reducing substance abuse, as well as in supporting collaboration among the child welfare, early education, and other relevant child serving agencies. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.
2. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, is clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
3. There is a sound plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities

- carried out by any partners, subcontractors, and consultants (if applicable).
4. There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with Federal assistance by the applicant.
 5. The applicant demonstrates that efforts for collaborative service delivery have already been undertaken prior to reviewing and responding to this FOA, or it demonstrates that there is considerable community interest and commitment to developing these practices.

Budget and Budget Justification

Maximum Points: 5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The applicant includes a detailed narrative budget justification for each year of the project. The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.
3. The applicant has allocated an adequate portion of the total grant award to satisfactorily collect and evaluate the data necessary for monitoring selected performance indicators and to conduct a local evaluation of proposed grant-funded activities and services. It is expected that in order to conduct a high-quality, rigorous evaluation and to produce data to report on its chosen performance measures, grantees will find it necessary to devote a minimum of 15-20 percent of grant funds to data collection and evaluation activities.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of

projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Applications will be reviewed during the Summer 2012. Grant awards will have a start date no later than September 28, 2012.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions.*

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award

term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific

requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due to ACF on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Elaine Stedt
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau
1250 Maryland Avenue, SW
Eighth Floor
Washington, DC 20024
Phone: (202) 205-7941
Fax: (202) 260-9345
Email: elaine.stedt@acf.hhs.gov

Office of Grants Management Contact

Daphne Weeden
CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@lux

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage
at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.

<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>The survey will not count in the page limitations.</p>	<p>Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>
<p>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html. This information may be submitted in the appendices to the application and will not count in the limitations listed in <i>Section VI.2. Formatting</i></p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If the information is not available at the time of</p>

	<i>Requirements.</i>	application, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the Overview and in <i>Section IV.3. Submission Dates and Times</i> .

Appendices

Appendices

Appendix A: RPG Logic Model

While it is expected that each applicant will propose a logic model that appropriately aligns project activities to intended outcomes, the following logic model is intended to provide applicants with the over-arching, conceptual framework for the intent of this FOA. The measurement tools listed are for illustrative purposes only and included to aid applicants in identifying widely used, validated instruments that may be appropriate for assessing the achievement of child, adult, family, and regional partnership/service capacity outcomes for proposed grant-funded services or activities. A full listing of performance indicators and suggested measurement tools can be found in Appendix B.

Regional Partnership Grant Logic Model

Goal: To improve the *well-being*, increase the *permanency*, and ensure the *safety* of children who are in, or at risk of being placed in, an out-of-home placement as a result of a parent's or caretaker's substance abuse by supporting interagency collaboration and integration of services.

This logic model is provided as an example of the Children's Bureau's vision of the Regional Partnership Grant Programs; the logic model is to serve as an example and not be considered an exhaustive or comprehensive sample of all of the potential inputs, activities, outputs, or outcomes.

Inputs	Activities	Outputs	Proximal Outcomes	Distal Outcomes
	<i>Activities assume use of evidence based/informed and trauma focused interventions. Activities are not limited to this listing.</i>		<i>Note that these outcomes and suggested measurements are for illustrative purposes and not exhaustive. For a list of additional measurement tools, please refer to Appendix B.</i>	<i>Note that these outcomes and suggested measurements are for illustrative purposes and not exhaustive. For a list of additional measurement tools, please refer to Appendix B.</i>
Monetary Resources - Federal grants - Matching funds Partners - Child welfare agencies - Behavioral health providers - Caseworkers/ staff - Parents/ foster parents - Drug courts	Parent Behavioral Health Services - Assessments - Substance abuse and mental health treatment - Therapy/ counseling - Case planning	Parent/Child - Number of parents entering substance abuse treatment - Percent of parents completing substance abuse treatment - Number of children receiving therapy/ counseling - Number of parents/foster parents trained - Number of children receiving home-visiting	Parents - Decrease in parental stress - Increase in parenting skills - Decrease substance use/abuse - Increase in family functioning - Increase knowledge of child development	Improve Child Well-Being - Increased school success - Decreased juvenile/criminal justice involvement - Increased post-secondary education - Improved child health - Decreased youth risk behaviors - Reduced trauma

		<ul style="list-style-type: none"> - Number of home visits - Number of wrap-around services 		<ul style="list-style-type: none"> - Reduced trauma and increased resiliency
Best Practice Knowledge/ Research <ul style="list-style-type: none"> - RPG Round 1 projects - Reports to Congress on RPG work - RPG independent contractor - Peer-review articles - Meta-analyses - Evidence- based and trauma-informed services or target populations 	Parent Skill/ Knowledge Building <ul style="list-style-type: none"> - Parenting classes - Employment training - Education services 	<ul style="list-style-type: none"> - Number of staff trained - Number of families assessed - Number of parenting classes - Percent of parents graduating from parenting classes 	Children <ul style="list-style-type: none"> - Improve developmental functioning - Increased bonding and attachment with nurturing adults - Decrease externalizing/ internalizing behaviors - Increase social capital 	Increase Permanency <ul style="list-style-type: none"> - Decreased length-of-stay in foster care - Increased timeliness of reunification - Decreased re-entry rates
Indirect/ In-kind <ul style="list-style-type: none"> - Facilities - Equipment 	Child Behavioral Health Services <ul style="list-style-type: none"> - Assessments - Wrap-around services - Mental health treatment 	Systems <ul style="list-style-type: none"> - Number of information-sharing consents obtained - Number of MOUs executed - Number of automated forms developed - Number accessing health services - Number of travel vouchers issued to parents 	Systems <ul style="list-style-type: none"> - Increase efficiency - Improve cross-systems collaboration 	Ensure Safety <ul style="list-style-type: none"> - Reduced occurrence and re-occurrence of child maltreatment - Reduced incidence and prevalence of parental substance abuse - Increased protective factors
	Child Supportive Services <ul style="list-style-type: none"> - Early intervention and assessment services - Early education, education, vocational, and special educations services - Home visitation - Medical, dental services 			Increase Systems Collaboration and Effectiveness <ul style="list-style-type: none"> - Routine data sharing - Data-driven decision making - Seamless cross-system collaboration
	Systems/ Community <ul style="list-style-type: none"> - Concrete services 			

	(housing, transportation, etc.) - Medical/dental services - Ongoing recovery services - Protocols for information and data sharing			
EVALUATION: Process/Formative			EVALUATION: Outcome/Summative	

Appendix B: Measures

CB expects that applicants will propose a diverse set of activities and strategies that are intended to impact a number of different well-being, permanency, and/or safety outcomes. Given this expected diversity, CB understands that applicants will have the discretion to choose from a variety of potential outcomes, indicators, and measurement tools. Appendix B is not intended to be comprehensive or limiting to the applicant in any way, but is offered as an illustration of the importance of and the logic behind connecting outcomes to indicators to measures. It also highlights a number of measurement tools that have been used successfully by existing grantees and/or have been reviewed by the *Mental Measurements Yearbook*.

Proximal (Short-Term) Outcomes, Indicators, and Measures

Child:

- Improve developmental functioning (e.g., gross or fine motor skills)
 - Potential measurement tool: Ages and Stages Questionnaires (ASQ)
- Decrease internalizing/externalizing behaviors (e.g., aggressiveness, sleep problems)
 - Potential measurement tool: Child Behavior Checklist (CBCL)
- Improve adaptive functioning (e.g., eating habits, stays away from danger)
 - Potential measurement tool: Ages and Stages Questionnaires-Social-Emotional (ASQ-SE)
- Improve protective factors (e.g., resiliency, attachment)
 - Potential measurement tool: Protective Factors Survey (PFS)
- Reduce trauma symptoms (e.g., avoidance behavior, numbing response)
 - Potential measurement tool: Child and Adolescent Needs and Strengths Assessment (CANS)

Adult/Family:

- Decrease parental stress (e.g., depression, feelings of isolation)
 - Potential measurement tool: Parent Stress Index (PSI)
- Increase parenting skills (e.g., discipline, empathy, supervision)
 - Potential measurement tools: North Carolina Family Assessment Scale (NCFAS); Adult-Adolescent Parenting Inventory (AAPI)
- Increase protective factors (e.g., family functioning, parenting knowledge and support)

- Potential measurement tool: Protective Factors Survey (PFS)
- Increase in family functioning
 - Potential measurement tools: North Carolina Family Assessment Scale (NCFAS); North Carolina Family Assessment Scale for Reunification (NCFAS-R)
- Decrease in substance use/abuse (e.g., abstinence at pre-determined time frames)
 - Potential measurements: Addiction Severity Index (ASI); administrative data
- Decrease in criminal behavior (e.g., arrests, parole/probation violations)
 - Potential measurement sources/tools: percentage of program participants who are arrested (administrative court or police data)

Systems Collaboration:

- Increase permanency hearing efficiency
 - Potential indicators: amount of time spent in court, number of continuances (administrative court data)
- Improve systems efficiency
 - Potential indicators: percent of families accessing co-located services, percent of children who had two or fewer school transfers in a school year (administrative data)
- Improve systems collaborative practices
 - Potential indicators: percent increase of cross-systems meetings, length of staff time spent on case duties (administrative data, systems collaboration assessment tools)

Distal (Long-Term) Outcomes, Indicators, and Measures

Improve Well-being:

- Increase school success (e.g. attendance, graduation)
 - Potential indicators: rates of attendance or graduation (administrative data, school district data)
- Increase post-secondary education (e.g., college, vocational school)
 - Potential indicators: percent of youth who attain a degree/certification (self-report surveys, administrative data)
- Reduce incidence of subsequent births of substance-exposed newborns
 - Potential indicators: rate of substance-exposed newborns per 1,000 newborns in an identified time period (health care data, self-report surveys, administrative data)
- Decrease substance use/abuse (e.g., abstinence maintained for pre-determined time periods post treatment)
 - Potential indicators: percentage of parents completing substance abuse treatment who maintained abstinence for 3, 6, 12, or 18 months post treatment (administrative data, urine screenings)
- Decrease in criminal behavior (e.g., arrests, parole/probation violations in pre-determined time periods post intervention)
 - Potential indicators: percentage of program participants who are arrested within 3, 6, or 12 months post intervention (administrative court or police data)
- Improve child health

- Potential indicators: percentage of children classified as obese (National Center for Health Statistics)
- Decrease youth risk behaviors
 - Potential indicators: percentage of youth who report illicit drug use (youth risk behavior surveys, administrative data)

Improve Permanency

- Decrease length of stay in foster care
 - Potential indicators: Average length of stay in foster care from date of most recent entry to date of discharge (Adoption and Foster Care Analysis and Reporting System (AFCARS), administrative data)
- Decrease in re-entry into foster care within pre-determined time periods
 - Potential indicators: Of all children removed from home due to parental or caretaker substance abuse and subsequently discharged from foster care to reunification, percent who re-enter foster care in less than 6, 12, or 18 months (AFCARS, administrative data)
- Increase timeliness of reunification of children removed from the home due to parental or caretaker substance abuse problems within pre-determined time periods
 - Potential indicators: Of all such children discharged from foster care to reunification, percent who are reunified in less than 6 or 12 months from the date of the most recent entry into foster care (AFCARS, administrative data)
- Increase timeliness of adoption or guardianship of children removed from the home due to parental or caretaker substance abuse problems within pre-determined time periods
 - Potential indicators: Of all such children discharged from foster care to a finalized adoption or legal guardianship, percent who are discharged in less than 12 or 24 months from the date of the most recent entry into foster care

Enhance Safety

- Reduce out-of-home placements for children associated with a substantiated or indicated finding of maltreatment who are at risk of placement due to parental or caretaker substance abuse
 - Potential indicators: Of all such in-home children, percent who safely remained with a parent or caretaker through treatment completion (administrative data)
- Reduce incidence of child maltreatment for children of identified substance-abusing parent or caretaker.
 - Potential indicators: Percent of such children who have an initial finding of a substantiated or indicated occurrence of maltreatment during the participation in the program (National Child Abuse and Neglect Data System (NCANDS), administrative data)
- Reduce recurrence of child maltreatment of children who have an identified substance-abusing parent or caretaker within a pre-determined period of time
 - Potential indicators: Percent of all such children associated with a substantiated or indicated finding of maltreatment who have a subsequent substantiated or indicated finding of maltreatment within 6 or 12 months (NCANDS, administrative data)

Improve Systems Collaboration

- Improve systems-wide, data-driven decision making
 - Potential indicators: percent of administrative staff who access and use data dashboards to guide daily practice (survey self-report, administrative data); percent of multi-disciplinary team meetings that result in increased timeliness of reunification (administrative data)
- Improve systems-wide service and organizational capacity
 - Potential indicators: percent of strategic plan goals achieved (administrative data, staff survey data); visible and active stable relationships and interactions among external partners (organizational capacity assessment tools)

List of Potential Measurement Tools

Child/Youth Outcomes

- Ages and Stages Questionnaires (ASQ)
- (Ages 3 months through 66 months)
- Ages and Stages Questionnaires Social Emotional (ASQ-SE)
- (Ages 3 months through 66 months)
- Infant and Toddler Social and Emotional Assessment (ITSEA)
- (Ages 12 months through 36 months)
- Brief Infant and Toddler Social and Emotional Assessment (BITSEA)
- (Ages 12 months through 36 months)
- Greenspan Social Emotional Growth Chart
- (Ages birth through 42 months)
- Child Behavior Checklist (CBCL) (versions for ages 1.5 to 5 and 6 to 18)
- Child Abuse Potential Inventory (CAPI)
- North Carolina Family Assessment Scale (NCFAS)
- North Carolina Family Assessment Scale General Services (NCFAS- G)
- North Carolina Family Assessment Scale Reunification (NCFAS - R)
- Child and Adolescent Needs and Strengths Assessment (CANS)

Adult Outcomes

- Addiction Severity Index (ASI)
- Adult-adolescent Parenting Inventory (AAPI-2)
- Beck Depression Inventory II (BDI-II)
- Parenting Stress Index (PSI)
- Center for Epidemiologic Studies Depression Scale short form (CES-D)

Family/Relationship Outcomes

- Addiction Severity Index (ASI)
- Adult-adolescent Parenting Inventory (AAPI-2)
- Child Abuse Potential Inventory (CAPI)
- North Carolina Family Assessment Scale (NCFAS)
- North Carolina Family Assessment Scale General Services (NCFAS- G)
- North Carolina Family Assessment Scale Reunification (NCFAS - R)
- Parenting Stress Index (PSI)
- Protective Factors Survey (PFS)

Regional Partnership/Service Capacity Outcomes

- Collaborative Values Inventory (CVI)
- Collaborative Capacity Instrument (CCI)
- Interagency Collaboration Activities Scale (IACS)

When considering the above list, please keep in mind the following:

- In selecting measurement instruments for children and youth, the applicant may want to consider these factors:
 - The age of the child. Babies, young children, older children, and youth will have different needs, and the indicators of what is healthy and normal will vary by age.
 - Type of assessment will depend on the goals of the program and the desired impact on the children/youth. Is the goal to assess the needs of the clients? Is it to assess progress in meeting program goals?
 - The cost of the instruments, the type of personnel needed to adequately administer and score the measures, and how much time would be needed to do the assessments.
- This list is not a complete list of possible measures, and applicants might choose some of these and add others. If others are proposed, the applicant must supply background information on the measures and provide a convincing argument for using them. In any case, applicants should explain their measurement choices and why they are the best measures to meet the needs of their programs.
- Note that subscales of some instruments may be appropriate to a program's measurement needs, but not the whole instrument. If this is the case, the applicant will need to explain that fact.